

## **Digital Communications Specialist Job Description:**

### **Qualifications/Skills**

Minimum 2-years post high school education (university, community college, trade school, self-directed on-line training) in creative art, design, marketing, or digital communications.

Required:

### **Accountability**

The Digital Communications Specialist shall be accountable to the Head of Staff and to the Session through the Personnel Ministry Team. Collaboration with the Office Administrator is an integral part of the position.

### **Software experience required**

- Wix website design and maintenance
- Canva Pro
- Microsoft Office Word and PowerPoint

### **Optional but desirable:**

- Adobe Photoshop
- Adobe Illustrator
- Adobe Indesign
- YouTube
- I-Movie or Android equivalent

### **Responsibilities**

- Refresh the church's website, [www.olccp.com](http://www.olccp.com)
  - Reflect the congregation's new mission statement in all aspects
  - Update look and feel to match new brand kit
  - Update content to reflect current and aspirational ministries
- Manage OLCCP social media accounts
  - Facebook
  - Instagram (new)
- Ensure consistency in the use of the OLCCP logo and style guide across all aspects of church communications
- Other related duties as directed by Head of Staff and/or the Session within the scope of the job and compensated hours
- Personal attendance at church functions is vital to capturing the life of the church in high-quality images in a timely manner. This could include Sunday mornings and weekday evenings.

**Basis of Compensation:** Part-time 8 hours per week. \$27.00 per hour.

If interested, please send a resume to OLCCP at [info@olccp.com](mailto:info@olccp.com).